

## TENTATIVE SCHEDULE FOR 2020 ADOPTION PROCESS

Revised March 11, 2020

**The following tentative schedule serves as a replacement for pages 8-10 of the 2020 Invitation to Submit Textbooks for Evaluation and Adoption in North Carolina**

- February 27, 2020** Textbook Commission Subcommittee Planning Meeting – The subcommittee will meet to discuss digital resources and training for commissioners and textbook evaluation advisors.
- February 28, 2020** Textbook Commission Planning Meeting – The meeting provides initial training for Commission members.
- March 4, 2020** Presentation to the State Board of Education (SBE) – The Department of Public Instruction (DPI) presents a review of the adoption process and a draft of the *2020 Invitation to Submit Textbooks for Evaluation and Adoption in North Carolina*. Item is presented as Action on First Read.
- March 5, 2020** Proposed SBE Approval of the *2020 Invitation to Submit Textbooks for Evaluation and Adoption in North Carolina*.
- March 6, 2020** Invitation Announcement– DPI emails publishers and producers who are on the NC Publishers Registry the *2020 Invitation to Submit Textbooks for Evaluation and Adoption in North Carolina*. Website:  
<https://www.dpi.nc.gov/districts-schools/district-operations/textbook-adoption/information-publishers>
- March 13, 2020** Publishers’ Meeting– All publishers on the NC Publishers’ Registry are invited to attend **a virtual meeting for publishers from 10 a.m. – 11:30 a.m. This meeting is virtual only.**  
<https://attendee.gotowebinar.com/register/1920028082939858957>  
Publishers submitting bids are strongly encouraged to attend.
- March 19, 2020** Textbook Commission Subcommittee Planning Meeting – The subcommittee will meet to design training for Textbook Commissioners and Textbook Evaluation Advisors.
- March 20, 2020** Textbook Commission Content Meeting – The meeting provides initial training for Commission members on content standards.
- March 23, 2020** Publisher deadline for submitting written questions regarding the *2020 Invitation to Submit Textbooks for Evaluation and Adoption in North Carolina* is March 23, 2020, 2:00 p.m. (EST).  
  
All questions must be written and submitted to Mashonda Southerland, Procurement Office, [mashonda.southerland@dpi.nc.gov](mailto:mashonda.southerland@dpi.nc.gov) by 2:00 p.m. (EST) March 23, 2020.
- March 27, 2020** Each bid proposal submission requires an identification number issued by NCDPI. Interested publishers must send an email request to [nctextbooks@dpi.nc.gov](mailto:nctextbooks@dpi.nc.gov) with the subject line “Request for Identification

	<p>Number(s).” The email must include a request for the total number of identification numbers needed.</p> <p>Requests for bid identification numbers must be received between March 13<sup>th</sup> – March 27<sup>th</sup> by email to: <a href="mailto:nctextbooks@dpi.nc.gov">nctextbooks@dpi.nc.gov</a></p>
<b>March 31, 2020</b>	All responses to publisher questions will be answered and distributed to publishers.
<b>April 13, 2020</b>	<p><u>Sealed Bids Submitted</u> – All bid submissions must be sealed, submitted, and received by 2:00 p.m. (EST) in the Procurement Office at the North Carolina Department of Public Instruction. Submissions shall be in both print and electronic form as outlined in the Bid Proposal Information Section of this document. NOTE: <i>Authority to Submit Bids for Textbooks</i> (Attachment 3) must be included with bid submissions.</p> <p><b>Publishers submitting technology-based programs or other non-print materials must provide specific instructions on how to navigate all submitted digital materials through the online platform. A link for access to a video or screen cast navigation instructions and/or an electronic document with navigation instructions must be submitted to <a href="mailto:nctextbooks@dpi.nc.gov">nctextbooks@dpi.nc.gov</a> by 2:00 pm (EST) on April 13, 2020. Access to the instructions must work at all times through October 30, 2020. Contact information for technical support must be provided in the bid submission and during check-in with NCDPI staff at the evaluation site.</b></p>
<b>April 13, 2020</b>	<u>Sealed Bids Opened</u> – Bids will be opened in the Procurement Office at the North Carolina Department of Public Instruction beginning at 2:00 p.m. (EST). Publishers submitting bids will receive a list of selected sample sites.
<b>April 17, 2020</b>	<u>Textbook Commission Planning Session</u> – Planning meeting.
<b>June 5, 2020</b>	<p><u>Bid Submission Samples</u> – Bid submission samples (i.e., DPI Official Sample Copy) and correlations must be received in the North Carolina Textbook Warehouse and at NC Textbook Commission selected sites. The DPI Official Sample Copy must include all items on the cost proposal spreadsheet. <b>All items must be labeled with the DPI Identification number. All non-print materials on a list must include the DPI identification number.</b></p> <p>NOTE: Samples must not be delivered before June 1<sup>st</sup> and no later than June 5<sup>th</sup>.</p>
<b>July 6, 2020</b>	<p><u>Publisher Displays and Presentations</u>– Publishers set up textbook materials between 8:00 a.m. – 12:00 p.m. (EST)</p> <p>Location: TBD</p> <p>NOTE: Set ups must be complete by 12:00 p.m. (EST). <b>All materials on display must be labeled with the DPI identification number. All non-print materials on a list must include the DPI identification number.</b></p>

	<p>Publishers may present to the Textbook Commission relevant information of their submissions.</p> <p><u>Evaluation Training</u> – DPI provides training for commission members and advisors.</p>
<b>July 7, 2020</b>	<p><u>Evaluation Training</u> – DPI provides training for commission members and advisors.</p> <p><u>Evaluation Sessions</u> – The Textbook Commission members will facilitate the review of publishers’ materials at the evaluation site.</p>
<b>July 11, 2020</b>	<p><u>Removal of Materials</u> – Publishers remove evaluation materials between 2:00 p.m. – 4:00 p.m. (EST) from the evaluation site.</p>
<b>August 27-28, 2020</b>	<p><u>Deliberations and Reconsiderations Meeting</u> – Textbook Commission meets to formulate a list of materials to be recommended to the SBE. Location: TBD</p>
<b>September 4, 2020</b>	<p><u>Recommended List</u>– Publishers will be notified of recommended list by September 4, 2020.</p>
<b>October 7, 2020</b>	<p><u>Recommendations to the SBE</u> – Textbook Commission Chair and the Digital Teaching and Learning Director provide the list of recommended materials for the 2020 textbook adoption.</p>
<b>October 8, 2020</b>	<p><u>Proposed SBE Approval of Recommendations</u> – The SBE reviews the recommendations for the 2020 textbooks and makes decisions regarding adoption.</p>
<b>November 6, 2020</b>	<p><u>Adopted Materials and Electronic Files</u> –</p> <ul style="list-style-type: none"> <li>• Publishers must submit adopted materials to the Textbook Warehouse.</li> <li>• Publishers’ deadline to submit teacher edition of adopted materials to teacher education programs of public and private institutions.</li> <li>• Publishers’ must submit three additional copies of student edition (for print submissions) to the Textbook Warehouse.</li> <li>• Publishers must deliver required electronic files to the Textbook Warehouse or the National Instructional Materials Access Center NIMAC (Attachment 7).</li> </ul>
<b>Due date communicated in a letter to publishers who have materials on the adopted list</b>	<p><u>Contracts, Surety Bonds, and Signed Affidavits</u> – Publisher contracts, surety bonds, and signed affidavits must be received by the Procurement Office at the North Carolina Department of Public Instruction by 2:00 p.m. (EST) on the due date (Attachments 1, 2, and 8).</p>